



STATE OF NEW HAMPSHIRE, DEPARTMENT OF CULTURAL RESOURCES
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www.nh.gov/nhdhr

CONSERVATION LICENSE PLATE GRANT MANUAL

APPLICATION INFORMATION AND INSTRUCTIONS

LETTER OF INTENT DUE DATE: MARCH 24, 2017

APPLICATION DUE DATE: MAY 12, 2017

Funding Source and Purpose

The New Hampshire Division of Historical Resources (NHDHR) provides grants under the Conservation License Plate Program, commonly called the “Moose Plate” program, for the conservation and preservation of significant **publicly owned** historic resources or artifacts that contribute to New Hampshire’s history and cultural heritage.

The Conservation License Plate Program was initiated by the State Legislature (RSA 261:97) to provide funds to supplement existing conservation and preservation efforts that protect critical resources in New Hampshire, from scenic lands and wildlife to historic sites. The funding for the Conservation License Plate Program’s grants is derived from the sale of the “Moose Plate” license plates. Vehicle owners may voluntarily purchase the “Moose Plate” for \$35.00 the first year, and then \$30.00 in succeeding years (for more information about the Conservation License Plate, see www.mooseplate.com). A portion of the funds collected each year from the sale and renewal of the Conservation License Plates is allocated to the Department of Cultural Resources which, in turn, makes funds available to the NHDHR. The yearly funds available to the NHDHR from the Conservation License Plate Program depend on the annual revenues generated from new purchases and renewals of the “Moose Plate.”

The Application Process

The Conservation License Plate Grant program begins with a Letter of Intent. The Letter of Intent is a mandatory first step to determine an applicant’s eligibility and whether the proposed project will meet the grant program guidelines. A Letter of Intent must be submitted and approved prior to completing a grant application.

The Letter of Intent should be written on letterhead and signed; it can be submitted via email to Amy Dixon at amy.dixon@dcr.nh.gov or in hard copy to the NH Division of Historical Resources, 19 Pillsbury St, Concord, NH 03301, Attn: Grants Coordinator.

The letter should include the following information:

- Name of applicant (i.e. municipality, state or county agency, non-profit)
- Project coordinator name and contact information, including email and phone number

- Acknowledgement that the proposed cultural or historical resource to be conserved is publicly owned by a New Hampshire municipality, town, county agency, non-profit operating in a publicly owned building, or state agency.
- Acknowledgement that the cultural resource being conserved is eligible for or listed to the New Hampshire State Register of Historic Places or the National Register of Historic Places. *If the resource is not listed to one of these registers, please contact the NHDHR for information on how to accomplish this before the application deadline.*
- Short description of the proposed project (no more than 250 words)

All applicants that submit a Letter of Intent that meets the program's guidelines will be notified of their eligibility and are welcome to complete an application for funding.

Copies of the NHDHR's Conservation License Plate Grant Application and Instructions are available from the NHDHR by email, or by downloading the forms from the NHDHR's web page, <http://www.nh.gov/nhdhr/grants/moose/>. Please send email requests for application materials to the Amy Dixon at amy.dixon@dcr.nh.gov.

Completed applications must be submitted to the NHDHR on or before 4:00 p.m., Friday, May 12, 2017, and will be evaluated by a committee comprised of NHDHR staff, representatives from other divisions within the Department of Cultural Resources, other State Agencies, and professionals in the field of preservation and/or archaeology.

In fairness to all applicants, incomplete applications or those received after the deadline will NOT be considered. Because the grants are made through the State of New Hampshire, the *NHDHR's approval of a grant application is subject to approvals by the New Hampshire Attorney General's Office and possibly the Governor and Executive Council.*

Application Instructions:

1. Applicant: Who May Apply

Eligible applicants for the NHDHR's grant program include:

New Hampshire state agencies

New Hampshire county agencies

Local municipalities

Non-profit organizations [IRS Code 501(c)(3)] operating in a publically owned building

Conservation License Plate grants are NOT open to for-profit organizations, federal government agencies, or private individuals.

List the applicant's name and address. Provide a contact name, telephone number, and email address. No preference will be given to first-time applicants or to previous recipients. Previous applicants or recipients may apply for additional funding or re-apply for an earlier grant proposal that was not funded. Phased projects will have an equal opportunity in each grant cycle, but they will not be guaranteed future funds because an initial phase(s) received an earlier grant. Each and every applicant's project is judged on its own merit during each grant cycle.

In any given grant year, the applicant (a town, non-profit in a publicly owned building, county, or state agency) can only apply to ONE Department of Cultural Resources Division. **Applicants**

should apply to the appropriate Division whose eligibility requirements match their project activities. Multiple applications from any of the above groups, will not be considered for funding by the Department of Cultural Resources.

NOTE: "Project" is defined as an overall project, not several "sub-projects" that may be occurring within that same grant year, e.g. an historic building undergoing rehabilitation cannot apply for funds for two projects related to that rehabilitation.

2. Project Title:

Provide a brief descriptive project name including its location (ex., Bayside Town Hall Window Rehabilitation Project) and its physical address.

3. Grant request amount: Enter the amount of the grant request, which shall not exceed \$10,000.

4. Grant Category

In question 4, check only one applicable grant category. Projects must involve publicly-owned and publicly-accessible historic properties or artifacts that contribute to New Hampshire's cultural heritage.

If ground disturbing activities are associated with your proposed project, the NHDHR should be contacted for comment on archaeological sensitivity during the project planning phase. Archaeological investigations may be necessary to meet the Secretary of the Interior's Standards and should be budgeted for. Funding for archaeology projects must be approved by the State Archaeologist or his/her designee and may not be used for background research.

CATEGORY A: Grants fund may be used to fund the preservation of significant **publicly-owned** historic resources. Historic resources are buildings, structures, objects, sites, cultural landscapes, or contributing properties within historic districts that are either listed or have been determined to be eligible for listing to the New Hampshire State Register or National Register of Historic Places. Cemeteries are considered under this category.

Provide the date of listing to either the State or National Register of Historic Places. If the resource is not yet listed, provide the date the Division of Historic Resources determined it to be eligible for listing. Applicants for resources needing a determination of eligibility that have not yet been determined eligible must complete and submit an individual inventory form to the NHDHR for review by **May 3, 2017**.

CATEGORY B: The second category of eligible projects involves the conservation, stabilization, and/or preservation of significant publicly-owned archaeological sites and artifacts, or historic artifacts. These must be significant for their historic use or purpose, rather than for their artistic merit. Please contact the New Hampshire State Council on the Arts regarding cultural conservation grants for works of art (603-271-2789). If an artifact or object is listed to the State or National Register, add the date of listing.

5. Project Description Narrative (up to 3 pages)

Be aware that the project will be judged by the following criteria, which are to be specifically addressed in this section:

- A. Briefly describe the project goal(s). List the objectives that will be completed to achieve the project goal.
- B. For any repairs, restoration work, or rehabilitation of historic resources, the narrative should discuss how the project conforms to [The Secretary of the Interior's Standards for Rehabilitation](#). The project narrative should describe how professional contractors, conservators, or others hired will perform any part of the work, and provide proof that they have professional qualifications and appropriate levels of expertise for the tasks at hand. Attach specifications and scopes of work from the contractor or architect. Include project plans, if available.
- C. Discuss how the project promotes the use and conservation of a publicly owned historic resource or historic/archaeological artifact(s) significant to New Hampshire's history and cultural heritage.
- D. Demonstrate that there is community support for the project and/or community partnerships are developed.
- E. Discuss the project's tangible results and how the community will be made aware of these results.
- F. Discuss the timeline for the project and how it can be successfully completed within a two year time frame.
- G. Discuss the public benefit of the project, including how public accessibility of the resource/artifact(s) will be achieved or improved a result of the project.
- H. Demonstrate the applicants financial and management skills that will ensure successful completion of the project.
- I. Demonstrate that the project is part of a long-term preservation or conservation initiative. There is evidence the historic resource or historic/archaeological artifact(s) will be appropriately protected and maintained for the future (possibly with easements or covenants). This balances with the need to make the resource available to, and appreciated by, the public.

6. Budget

Applicants may request up to **\$10,000** with no matching funds required. A table, labeled Attachment B, is included with the application and should be completed. Contractor estimates should be attached to the budget.

7. Attachments

- A. Project description narrative
- B. Project tasks, budget, projected schedule, and contractor estimates. **The project schedule assumes a start date no earlier than September 1, 2017. The project must be completed by August 31, 2019.**
- C. Attach one set of clear, 4" x 6" labeled **photographs** of the historic resource for each copy being submitted. These should clearly show the existing conditions, the area to be addressed by the project, streetscapes to illustrate the setting, if applicable, and photo key. **Digital photos are acceptable.**
- D. Include letters or correspondence from the community that show support for the proposed work to be funded in this grant application.
- E. Non-profit organizations must document their relationship with the public entity that owns the historic resource/artifact(s). A Certificate of Good Standing, available from the NH Secretary of State (271-3244) must be included.
- F. Applicants must provide proof of public ownership.
- G. If available, please attach copies of any historic building assessments, historic structures reports, or plans and specifications that may assist with the review of this project.

8. Certifications:

The preparer of the application and a public official are required to sign the application. Only the original application needs original signatures.

Submission Requirements

Completed applications shall be received by the NHDHR on or before 4:00 p.m., **May 12, 2017. No faxed or emailed applications will be accepted. Late submissions will not be considered.**

Send one (1) original, five (5) copies, and one (1) electronic PDF version of the completed application on CD or travel drive to:

Grants Coordinator
NH Division of Historical Resources
Conservation License Plate Grant Program
19 Pillsbury Street, 2nd floor
Concord, NH 03301-3570

Grant Recipient Conditions

To protect the public's investment in the historic property or artifacts, grantees will be required to sign a standard State of New Hampshire Grant Agreement with the NHDHR that stipulates the terms and conditions of the grant and the responsibilities of each party. This includes a specific scope of work, with listed work objectives, estimated costs, and targeted dates for completion for work products. In

addition, grantees will be required to prominently place a NHDHR-provided grant information sign on site or within the community throughout the project work period funded by this grant.

Payments to grantees shall be tied to the completion of project tasks as defined in the Grant Agreement with up to 50% of the award provided upon approval of the Grant Agreement and 50% retained until project completion. Receipt of payments from the State may take between 4-6 weeks and should be factored into the project schedule. The applicant may want to make sure they have funds to cover costs while reimbursement is pending or should make their contractors aware that the project is grant funded and payments may take longer.

A final report must be submitted to the NHDHR when the project is completed as a condition to the release of the final payment. Please contact the NHDHR grants coordinator for information regarding the submission of the final report.

Grantees shall submit progress update reports to the NHDHR **every six (6) months** describing project status and a final project report documenting completion of the project and the results obtained for the duration of the grant term. The first progress report shall demonstrate that measurable progress has been made. If measurable progress has not been made, the project will be reviewed by the NHDHR to determine whether funding through the Conservation License Plate Program should continue.

If a grantee's project is fully funded under this grant and the project develops cost over-runs as work progresses, a revised budget shall be submitted to the NHDHR detailing where or how additional funds will be attained to cover these expenses. Conservation License Plate grants are not available for project cost over-runs.

The NHDHR shall be responsible for assessing the grantee's compliance with the Grant Agreement and for reporting project results to the Legislature, the Governor, and the Executive Council.

For Further Information Contact

Amy Dixon
Grants Coordinator
New Hampshire Division of Historical Resources
19 Pillsbury St., 2nd Floor
Concord, NH, 03301-3570
(603) 271-3485
amy.dixon@dcr.nh.gov

OTHER CULTURAL CONSERVATION LICENSE PLATE GRANT INFORMATION

All three divisions of the New Hampshire Department of Cultural Resources (DCR), offer grants using Conservation License Plate funds. Interested applicants can obtain an electronic version of the applications instructions and guidelines from the other DCR divisions at the following web sites. Questions may be addressed to the agencies listed below. For all Moose License Plate grant programs visit: www.mooseplate.com

- **For Library-Related Projects**

New Hampshire State Library

<http://www.nh.gov/nhsl/services/librarians/moose/index.html>

Janet Eklund

telephone: 271-2393

email: janet.eklund@dcr.nh.gov

- **For Arts-Related Projects**

New Hampshire Council on the Arts

<http://www.nh.gov/nharts/grants/culturalconservation.htm>

Kayla Schweitzer

telephone: 271-0795

e-mail: kayla.schweitzer@dcr.nh.gov